



CITY OF COLUMBIA, MISSOURI



Columbia Fire Department
(573)874-7556

The Columbia Fire Department requires a series of acceptance testing before an occupancy permit can be issued. Please see the below checklist to ensure your project is completed on schedule. To schedule an inspection or test, call (573)874-7556. Please allow at least 24 hours advance notice when scheduling an inspection. Each project will be assigned a specific inspector who will conduct your inspections.

Sprinkler System

-Sprinkler plans must be submitted and approved through the building department prior to any installation. No testing will be completed without official plans being submitted, approved, and a permit picked up. The building department is located on the third floor at 701 E. Broadway.

- A) Piping- All sprinkler piping must be inspected before covering.
- B) Hydro- All dry systems require a 24 hour air pressure test. All wet and dry systems require a 2 hour hydrostatic test.
- C) Acceptance Test- All systems require a complete acceptance test. This test consists of a flow, main drain, and fire alarm test. A representative from the fire alarm system and sprinkler system must be present for this testing.

Fire Alarm System

-Fire alarm plans must be submitted and approved through the building department prior to any installation. No testing will be completed without official plans being submitted, approved, and a permit picked up. The building department is located on the third floor at 701 E. Broadway. A complete acceptance test will be conducted on a percentage of all pull stations, heat, smoke, and any other detectors. A representative from the alarm company must be present.

Fixed Extinguishing

-Fixed extinguishing plans must be submitted and approved through the building department prior to any installation. No testing will be completed without official plans being submitted, approved, and a permit picked up. The building department is located on the third floor at 701 E. Broadway. A representative from the installation company must be present during the acceptance test.

Final Fire Inspection

-All new construction requires a building inspection to ensure all applicable fire codes are met. This inspection is required before an occupancy permit can be issued.

General Contractor/Representative _____

Company _____

Date _____



The following are the Columbia Fire Marshals general fire safety precautions for all structures and occupancies during construction, alteration and demolition operations. For a complete list of requirements or additional information about each requirement, reference Chapter 33 of the 2012 International Fire Code.

PROGRAM SUPERINTENDENT – The owner shall designate a person to be the fire prevention program superintendent who shall be responsible for the fire prevention program and ensure that it is carried out through completion of the project. The program superintendent is responsible for the following:

1. **Pre-fire Plans** – An approved pre-fire plan shall be developed and maintained throughout the duration of the project. Any changes to the plan shall be approved by the fire code official.
2. **Training** – Provide training of responsible personnel in the use of fire protection equipment.
3. **Fire Protection Devices** – All fire protection equipment is to be maintained and serviced in accordance with the 2009 International fire Code. The quantity and type of fire protection equipment shall be approved.
4. **Impairment of fire protection system** – Any fire system impairments shall be reported to the fire official as soon as reasonably possible.
5. **Hot work operation** – Supervising the permit system for all hot work operation in accordance with Chapter 35 of the International Fire Code
6. **Temporary covering of fire protection devices** – Coverings placed on or over fire protection devices to protect them from damage during construction processes shall be immediately removed upon the completion of the construction processes in the room or area in which the devices are installed

PRECAUTIONS AGAINST FIRE- The following precautions shall take place against fire:

1. **Smoking** – Smoking shall be prohibited except in approved areas. Signs shall be posted in approved areas where smoking is permitted in addition to approved ashtrays.
2. **Waste disposal** – Combustible debris shall not be accumulated with buildings. Combustible debris, rubbish and waste material shall be removed from buildings at the end of each shift of work combustible debris, rubbish and waste material shall not be disposed of by burning on the site unless approved.
3. **Open burning** – No open burning shall take place without permit.
4. **Spontaneous ignition** – Material susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container.
5. **Fire Watch** – When required by the fire code official for building demolition, or building construction during working hours that is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. Fire watch personnel shall be provided with at least one approved means for notification of the fire department and their sole duty shall be to perform constant patrols and watch for the occurrence of fire.
6. **Electrical** – Temporary wiring for electrical power and lighting installations used in connection with the construction, alterations, or demolition of buildings, structures, equipment or similar activities shall comply with the National Electrical Code.

PORTABLE FIRE EXTINGUISHERS – Structures under construction, alteration or demolition shall be provided with not less than one 5lb 2A10BC portable fire extinguisher as follows:

1. At each stairway on all floor levels where combustible materials have accumulated.
2. In every storage and construction shed

3. Additional portable fire extinguishers shall be provided where special hazard exist including, but not limited to, the storage and use of flammable and combustible liquids.

ACCESS FOR FIREFIGHTING- Approved vehicle access for firefighting shall be provided to all construction and demolition sites. Vehicle access shall be provided to within 100 feet of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.

KNOX BOX – Key boxes shall be provided when requested by the fire code official in an approved location.

REQUIRED STAIRWAYS – Where a building has been constructed to a building height of 50 feet or four stories, or where an existing building exceeding 50 feet in building height is altered, at least one temporary lighted stairway shall be provided unless one or more of the permanent stairways are erected as the construction progresses.

WATER SUPPLY – An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on the site.

STANDPIPES – In buildings required to have standpipes, not less than one standpipe shall be provided for use during construction. Such standpipes shall be installed when the progress of construction is not more than 40 feet in height above the lowest level of fire department vehicle access. Such standpipes shall be provided with fire department hose connections at accessible locations adjacent to usable stairs. Such standpipes shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring. If a building is being demolished that has an existing standpipe, such standpipe shall remain in operable condition and demolished no more than one floor below the floor being demolished.

AUTOMATIC SPRINKLER SYSTEMS – In buildings where an automatic sprinkler system is required by the Fire or Building Codes, it shall be unlawful to occupy any portion of a building or structure until the automatic sprinkler system installation has been tested and approved.

SPRINKLER SYSTEM CONTROL VALVES – Operation of sprinkler control valves shall be allowed only by properly authorized personnel and shall be accompanied by notification of duly designated parties. When the sprinkler protection is being regularly turned off and on to facilitate connection of newly completed segments, the sprinkler control valves shall be checked at the end of each work period to ascertain that protection is in service.

STORAGE AND DISPENSING OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASES- Storage and use of flammable and combustible liquids and gases, requires the approval of the fire code official for quantities greater than.